



# Chicana / Latina Foundation

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40<sup>th</sup>

## **JOB ANNOUNCEMENT**

ORGANIZATION: Chicana Latina Foundation  
JOB TITLE: Executive Director  
JOB TYPE: Full Time – Permanent with Benefits  
REPORTS TO: Executive Committee of CLF Board of Directors  
FSLA: Exempt  
LOCATION: Burlingame, CA

### CHICANA LATINA FOUNDATION

CLF is a non-profit organization which promotes professional and leadership development in Latinas attending college in the Greater Bay Area. CLF is committed to inclusivity and assuring that CLF recipients represent the diversity of our community, including those who identify as Chicana, Latina, Indigena, Afro-Latina, LGBTQ, among others. The Foundation's mission is to empower CLF recipients through their personal, educational, and professional advancement. With 40 years of service, CLF has provided hundreds of scholarship awards to college-level women throughout the greater Bay Area and since 2006 over 400 of our recipients have attended our pioneering Leadership Institute.

### **SUMMARY**

Under the direction of the Board of Directors, and in accordance with CLF's mission, the Executive Director is responsible for overall management and operations as well as protection of its financial assets while ensuring compliance with board directives and applicable grantor, federal and state requirements.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides organizational leadership of CLF and the empowerment and advancement of CLF recipients through their personal, educational and professional development.
- Builds and maintains partnerships and work effectively in the community, government and in the corporate sector.
- Administers all human resource aspects of the organization, employees, and volunteers including but not limited to recruitment, hiring and firing, personnel documentation and records maintenance, job and employee training and development, salary structures, policy development, benefits, and the supervision of CLF administrative staff.
- Responsible for all fund development and possesses knowledge, experience and strong skills in the philanthropic community, grant writing and fundraising to support CLF programs and organization.

- Manages all levels of grants and contracts including negotiating terms of agreement that reflect the needs of CLF, coordinates with legal advisors to finalize agreement terms; monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.
- Oversees and manages all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management and payroll in accordance with generally accepted accounting principles, and CLF policies and procedures.
- Handles external contacts, agreements, MOU's, contracts, etc. that are or may be potential collaborations, funders or supporters of the work of CLF.
- Assists in the development of current and long-term organizational goals and objectives as well as appropriate policies and procedures for CLF operations. Follows board directives and establishes plans to achieve goals and implements policies, as approved by the Board of Directors.
- Works closely with staff members to ensure they are provided with appropriate supervision and support systems.
- Analyzes and evaluates vendor services, employee benefits and management of CLF funds, to determine programs and providers that best meet the needs of CLF in efficiencies, cost-benefit and quality services.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- **LEADERSHIP:** Possesses skills, knowledge and experience in developing and strengthening programs that support the advancement of CLF recipients and is knowledgeable on social justice issues, immigration and socio-economic factors affecting the community and those in higher education.
- **COMMUNICATION:** Establishes and maintains effective internal, external and interpersonal communication systems throughout the organization. Is a strong and effective communicator, both written and verbal, bilingual/bi-literate in Spanish, with an exceptional public speaker skill set. Is well-versed in multi-racial, ethnic and languages that comprise the Chicana, Latina, and Indigena peoples the Foundation represents.
- **EFFICIENCY AND GROWTH:** Maintains best practices of the field, with timely review of procedures and methods that encourage growth and improve organizational/program efficiency and value. Ability to work independently; as well as maintain a positive working relationship with staff and experience working with Board of Directors. Has a strong attention to detail and follow-through.
- **FUNDRAISING:** Possesses knowledge, experience and strong skills in the philanthropic community, grant writing and fundraising to support CLF programs and organization. Has the ability to perform multiple tasks under tight deadlines without sacrificing quality or accuracy.
- **PROGRAM DEVELOPMENT:** Possess knowledge and ability to plan and implement the core programmatic departments of the organization ensuring that the organization's programs are successfully implemented and aligned with the organization's mission. Takes initiative to implement plans to reach organizational goals as determined by the board of directors.

## **EDUCATION AND/OR EXPERIENCE**

- *Preferred:* 3 or more years of work experience in nonprofit administration with those years being directly responsible for fundraising that maintained the sustainability of the nonprofit
- *Required:* Bachelor's Degree; *Preferred:* Master's Degree
- *Required:* Work experience in higher education, leadership development, and/or advocacy in Chicana, Latinx communities.
- *Required:* Proficient computer literate (MS Word, Excel, PowerPoint etc.)

## **TRAVEL**

The executive director must be able to travel to attend conferences, training, and other events as required to develop and/or maintain proficiency in fulfilling the responsibilities of the position.

## **PHYSICAL DEMANDS**

The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment is a small, busy office located in Burlingame, CA. The noise level in the work environment is usually low to moderate. Reasonable accommodations in the work environment may be made to enable individuals with disabilities to perform the essential functions.

CLF is looking for evidence that applicants have the skills, experience and abilities indicated in the announcement. **Applicants must include the following documents:**

- 1) Cover letter
- 2) Please answer the following questions, which may be answered in one document. File name should be your name which should also be included at the top of each page. Each question requires a response of 500 or fewer words.
  - a. Demonstrate how you meet or exceed the required/preferred EDUCATION AND EXPERIENCE outlined in this job announcement.
  - b. Outline 3 or more accomplishments that reflect the ESSENTIAL DUTIES AND RESPONSIBILITIES and the KNOWLEDGE, SKILLS, AND ABILITIES sections outlined in the job announcement.
- 3) CV/Resume
- 4) Writing samples (e.g., grant proposal, letter to prospective donor, editorial)
- 5) Three references

**All documents are due to CLF before 5pm on June 12, 2017 to [edsearch@chicanalatina.org](mailto:edsearch@chicanalatina.org)**

Questions regarding the position should be directed to the Co-Chairs of the Board of Directors  
TO: [edsearch@chicanalatina.org](mailto:edsearch@chicanalatina.org)

Technical questions about the completing this application and/or submitting the documents should be directed to: [clfinfo@chicanalatina.org](mailto:clfinfo@chicanalatina.org)